

MICHIGAN DEPARTMENT OF EDUCATION
Office of Professional Preparation Services

REFERENCE MANUAL

Fall 1 2003



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OPPS Staff Directory

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Bonnie Rockafellow	Mentoring/Induction Programs Specialty Program Standards, Approval – English, Reading, Foreign Languages, Music, Early Childhood, Bilingual, ESL	517-373-7861
Jim Sory	Teacher Certification Applications/Issues Foreign Applicants Special Education	517-335-0583
Karen Taylor	Teacher Permits [Day-to-Day; Full-Year, Emergency, 1233(b)]	517-373-6895
Stephanie Whiteside	Professional Standards and Practices State Board Continuing Education Units (SB-CEUs) Certificate Suspension & Revocation	517-335-1167
Sue Wittick	Initial Approval of Teacher Preparation Institutions NCATE/Periodic Review of Colleges of Education Specialty Program Standards, Approval – Social Studies, Integrated Science, Biology, Health, Physical Education, Visual Arts, Industrial Technology, Business, Elementary Education	517-241-0172

Office of Professional Preparation Services

Dr. Flora L. Jenkins, Director (517) 373-6505

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ABOUT THE OFFICE

Michigan Law requires that a person employed in an elementary or secondary school with instructional responsibilities shall hold a certificate, permit or vocational authorization valid for the positions to which he/she is assigned. Within the MDE, the Office of Professional Preparation Services (OPPS) is the organization unit to which compliance with this requirement is assigned.

This Office fosters the educational achievement of all Michigan youth and adults by assuring that all professional school personnel complete quality preparation and professional development programs that meet standards established by the Michigan legislature, the State Board of Education and the Superintendent of Public Instruction.

The Mission of the OPPS is to provide leadership through collaboration with intradepartmental units, other state and national agencies, professional organizations, higher education institutions, and school districts to develop, implement, monitor and improve the efficiency and effectiveness of systems for the preparation, licensure, approval and continued professional development of Michigan's Pre-K-12 educational personnel.

PROGRAM PREPARATION AND CONTINUING EDUCATION

Dr. Catherine Smith, Supervisor (517) 335-0874

SmithCB@michigan.gov

The Mission of the Program Preparation and Continuing Education Unit is to ensure, with and through other programs and agencies, that high professional standards of quality are established, applied and maintained in a systematic manner for: the development, design approval and re-approval of preparation programs for preservice educational personnel; the assessment of required skills and knowledge for certification; and the professional development and continued licensure of educational personnel. This mission is accomplished through the following program areas:

INITIAL APPROVAL OF AN INSTITUTION AS A TEACHER PREPARATION INSTITUTION

Ms. Sue Wittick (517) 241-0172, Dr. Bonnie Rockafellow (517) 373-7861, or Dr. Catherine Smith (517) 335-4610 Institutions seeking initial approval to offer teacher preparation programs must meet standards approved by the State Board of Education.

✍ **PERIODIC REVIEW OF TEACHER PREPARATION INSTITUTION UNITS**

Ms. Sue Wittick (517) 241-0172. Institutions approved for teacher preparation are reappraised every five years. As a partnership state with the National Council for the Accreditation of Teacher Education (NCATE), Michigan and NCATE share information and processes.

?? **SPECIALTY PROGRAM STANDARDS DEVELOPMENT, PROGRAM APPROVAL AND REAPPROVAL**

Dr. Ghada Khoury (517) 373-1925, Dr. Bonnie Rockafellow (517) 373-7861, and Ms. Sue Wittick (517) 241-0172. Specialty programs that meet Michigan standards and requirements are approved by the State Superintendent of Public Instruction. These programs prepare candidates for certificate endorsements at the undergraduate (majors and minors) and graduate levels.

?? **MICHIGAN TEST FOR TEACHER CERTIFICATION**

Dr. Ghada Khoury (517) 373-1925. This is a mandated testing program that requires each candidate for teacher certification to pass examinations. This program consists of three types of examinations, basic skills test (reading, writing and mathematics), specialty area examinations for each endorsement area in which an individual seeks to teach, and a comprehensive elementary examination for those seeking elementary certification.

✍ **HIGHER EDUCATION ACT TITLE II**

Dr. Ghada Khoury (517) 373-1925. Requires annual report on the status of teacher preparation programs in graduating successful teacher candidates.

?? **ADMINISTRATIVE ASSISTANCE AND SUPPORT TO ADVISORY GROUPS**

The Program Preparation and Continuing Education Unit provides administrative assistance and support services to the following advisory councils:

✍✍ **TEACHER EXAMINATION ADVISORY COMMITTEE**

Dr. Ghada Khoury (517) 373-1925. Makes recommendations to the State Board of Education regarding the selection and development of basic skills and subject area examinations for the Michigan Test for Teacher Certification.

✍✍ **STANDING TECHNICAL ADVISORY COUNCIL**

Dr. Ghada Khoury (517) 373-1925. Advises the State Board of Education and the Teacher Examination Advisory committee on the validity, reliability and other technical standards of the Michigan Test for Teacher Certification.

✍✍ **PROFESSIONAL STANDARDS COMMISSION FOR TEACHERS**

Dr. Bonnie Rockafellow, (517) 373-7861. Advises the State Board of Education on matters pertaining to standards and programs for the preparation and certification of teachers.

PERIODIC REVIEW AND PROGRAM EVALUATION COUNCIL

Ms. Sue Wittick (517) 241-0172. Advises the State Board of Education on procedures and standards for the review of Michigan's 32 teacher preparation institutions.

?? NEW TEACHER INDUCTION/TEACHER MENTORING PROGRAM

Dr. Bonnie Rockafellow (517) 373-7861. Ensures compliance with Section 1526 of PA 335 (1993) to implement the new teacher induction/teacher mentoring program. Leadership, support, technical assistance and monitoring of the new teacher induction/teacher mentoring program is provided.

?? ESEA TITLE II , PART A COMPETITIVE PROFESSIONAL DEVELOPMENT GRANT PROGRAM

Ms. Cheryl Poole (517) 241-4546. A federal grant program, which awards grants to higher education institutions to provide professional development opportunities for new and practicing teachers in the core curricular subjects in partnership with local education agencies. This grant program is coordinated with the corresponding formula Title II program to K-12 school districts.

CLIENT SERVICES

Dr. Frank Ciloski, Acting Supervisor (517) 373-6791

CiloskiF@michigan.gov

The Mission of the Client Services Unit ensures that all educational personnel seeking certification meet legal requirements and are processed in an expedient and efficient manner; and assures that Michigan schools employ fully certificated educators for positions requiring state licensure. This mission is accomplished through:

1. Dissemination
All Client Services Unit staff provide accurate and up-to-date information regarding certification rules and regulations and are responsible for responding to individual applicants, state agencies, legislative offices, institutions of higher learning, local and intermediate school districts, public school academies, private schools, and professional organizations;
2. Technical Assistance and Support
The Client Services Unit conducts inservice sessions and seminars for faculty and staff of the 37 teacher preparation institutions and administrative personnel of all school districts, public school academies, and other organizations regarding existing, revised and/or new certification rules, regulations, policies and/or procedures concerning educational personnel; and
3. Certificate and Permit Approval
The Client Services Unit continually reviews, approves and processes the following:

✍✍ Out-of-state preliminary and renewal applications for school psychologists.

Teacher certification.

Teacher certification nullification

Alternative routes to certification.

National Board Certification

Dr. Frank Ciloski (517) 373-6791

✍ Applications for substitute, full-year, and emergency permits submitted annually by local and intermediate school districts, public school academies, and private schools.

Karen Taylor (517) 373-6895

✍✍ Interim, Standard and Professional School Nurse certificates.

Jo Anne Gibson (517) 335-0585

✍✍ Applications from out-of-state candidates for initial Provisional and Professional Education teaching certificates.

Jim Sory (517) 335-0583

✍✍ Recommendations for Professional and Occupational Education certificates, additional endorsements on teaching certificates, Provisional certificate renewals and Permanent and Continuing certificate reinstatements.

Andy Beal (517) 335-0580 or Jo Anne Gibson (517) 335-0585

✍ Annual Vocational Authorization for vocational and adult education programs, Temporary Vocational Authorizations.

Jo Anne Gibson (517) 335-0585

✍ School Counselor Licensure and Out-of-State Provisional/Professional applications.

Beatrice Harrison (517) 241-0046

✍ Recommendations for all advanced certificate renewals.

Renewal of Professional Education certificate.

Marleen Higbee (517) 335-0581

✍ *Revocation and Suspension of Certificates*

State Board-Continuing Education Units

Stephanie Whiteside (517) 335-1167

?? NATIONAL BOARD FOR PROFESSIONAL TEACHING STANDARDS (NBPTS)

Dr. Frank Ciloski (517) 373-6791. A federal and state subsidy grant program for teacher candidates seeking National Board Certification awarded by the National Board for Professional Teaching Standards. The federal and state subsidy programs will each subsidize up to one half of the cost of application for certification. Grants awarded annually to teachers on the basis of demonstrated interest and availability of funds.

?? TEACHER CERTIFICATION NULLIFICATION

Dr. Frank Ciloski (517) 373-6791. Administers the nullification of one or more endorsements on a teaching certificate or a grade level on the certificate upon request. The endorsement can be nullified if the person has not been employed in

a certain area during the last ten years. Once nullified, the endorsement or certificate level can never be reissued.

?? REVOCATION AND SUSPENSION OF CERTIFICATES

Ms. Stephanie Whiteside (517) 335-1167. Investigates instances of teachers and other certified or approved school personnel with criminal convictions or fraudulent use of teaching certificates and administers action to grant with conditions, suspend and/or revoke, or deny certificates when appropriate.

?? STATE BOARD-CONTINUING EDUCATION UNITS (SB-CEUs)

Ms. Stephanie Whiteside (517) 335-1167. Provides to holders of school administrator, school psychologist, professional education and/or occupational education teaching certificates an alternative to the use of college credit for certificate renewal, in compliance with the policies and procedures established by the State Board of Education.

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FACTS ABOUT TEACHER CERTIFICATION
2003-2004

The Provisional Certificate – *Michigan's initial teaching certificate*

- ✍ Issued following the successful completion of an approved elementary or secondary teacher preparation program, including student teaching.
- ✍ Issued based on the recommendation of a state-approved higher education institution or has demonstrated the completion of an approved teacher preparation program at an out-of-state institution of higher education.
- ✍ Issued after passing all components of the Michigan Test for Teacher Certification (MTTC), including the Basic Skills test (reading, writing and math) and appropriate subject area examinations prior to recommendation for certification. See MTTC information on page 8. Out-of-state applicants should only register based on MDE written advice.

NO OTHER TEACHER TEST IS ACCEPTABLE FOR MICHIGAN CERTIFICATION; however, a **Temporary Teacher Employment Authorization (T2EA)** may be issued to an out-of-state candidate for the purpose of employment before required teacher tests are passed if:

- he/she holds a valid certificate in another state, meets all requirements for the Michigan certificate except passing the teacher tests, and has submitted a completed application, including all fee payments.
 - when all tests have been taken and passed, the Provisional certificate will automatically be issued within 30-40 days.
 - ✍ Valid for up to 6 years during which the holder is expected to gain at least 3 years of successful teaching experience, and to complete at least 18 semester hours in a planned course of study as a prerequisite for the next level of certification.
- Renewal of Provisional Certificate** – when all of the requirements for the advanced certificate have not been met.

Each renewal is valid for up to 3 years.

First renewal requires completion of 10 semester hours in a planned course of study. Second renewal requires completion of 18 semester hours in a planned course of study. An additional three-year renewal requires the sponsorship of the local school district or private school and approval of the Michigan Department of Education.

-Two-Year Provisional Extension (PA 230 of 2000 - Section 1531[e])
*****(to be used with discretion – nonrenewable by statute)*****

Forfeits access to any opportunity for additional renewals of the Provisional certificate.

Can only be issued if the initial Provisional certificate expired less than 10 years ago.

Initiated by sponsorship of the employing school district or school.

Must submit a plan of work from an approved teacher preparation institution along with the application.

Must meet requirements for the Professional Education certificate at the end of the 2-year period with no exception **or ineligible for employment as a certificated teacher.**

The Provisional certificate will be issued to all applicants who meet course work requirements and pass the Michigan Test for Teacher Certification (MTTC). Those who receive the Temporary Teacher Employment Authorization will **automatically** be issued the Provisional certificate once they take and pass the appropriate MTTC.

The Professional Education Certificate – Michigan’s advanced teaching certificate.

- ? ? Requires completion of 18 semester hours in a planned course of study after the issuance of an approved initial teaching certificate, and 3 years of successful teaching experience.
- ? ? Must also meet the reading requirement (6 semester hours of teaching or reading methods for elementary and 3 semester hours for secondary).
- ? ? Valid for up to 5 years.

-Renewal of Professional Education Certificate – by meeting continuing education requirements.

Must be renewed every 5 years by completing 6 semester hours at an approved teacher preparation institution or a state board-approved institution included in the Directory of Michigan Institutions of Higher Education (lists 4-year public institutions, 2-year public institutions, independent colleges and universities, and

regionally accredited colleges or universities out of state) or 18 State Board-Continuing Education Units (SB-CEUs) or a combination of the two (3 SB-CEUs are equivalent to 1 semester hour of credit). Only SB-CEUs and/or semester hours earned from issuance date of the certificate may be used toward certificate renewal.

Canadian applicants who meet the following requirements will be exempt from the MTTC and will be issued the Professional Education certificate. The Michigan certificate will be issued for grade levels and subject areas comparable to the Canadian certificate. To receive the Professional certificate, the applicant must hold a valid Canadian teaching certificate and meet the following requirements:

1. Have completed 3 years of successful teaching in a position within the validity of the Canadian certificate.
2. Have completed, after his or her initial certification in Canada, at least 18 semester credit hours in a planned course of study at a recognized institution of higher education or has earned, at any time, a master's or higher degree.
3. Have met Michigan's elementary or secondary, as applicable, reading credit requirement as established under administrative rule.

Guidelines for Certain Canadian Applicants

Canadian applicants seeking Michigan certification who are both prepared and licensed/certified by the Ontario Ministry of Education and Training, New Foundland Department of Education, British Columbia College of Teachers, Quebec Ministere de l'Education, and/or Saskatchewan Education Teacher Services must meet the following requirements:

- Possess a bachelor's degree or higher degree
- Have successfully completed an approved teacher preparation program, including a directed/practice student teaching experience.
- Possess a valid license/certificate with specified grade level(s) and/or subject area endorsements.
- Pass the Michigan Test for Teacher Certification (MTTC) basic skills and appropriate subject area exams.
- Submit an official transcript of the teacher preparation program in English.

The Michigan Department of Education reserves the right to request a course-by-course evaluation in cases where equivalencies are not clearly identified.

Michigan Teacher Preparation Institutions

Public Colleges and Universities

Central Michigan University
Mount Pleasant 48859
517/774-3079
<http://www.cmich.edu>

Eastern Michigan University
117 Boone Hall
Ypsilanti 48197
734/487-1414
<http://www.emich.edu>

Ferris State University
901 S. State Street
Big Rapids 49307 231/591-3516
<http://www.ferris.edu>

Grand Valley State University
1 Campus Drive
Allendale 49401 616/895-2091
<http://www.gvsu.edu>

Lake Superior State University
650 West Easterday
Sault Ste. Marie 49783
906/632-6841
<http://www.lssu.edu>

Michigan State University
East Lansing 48824-1034
517/355-1734
<http://www.msu.edu>

Michigan Technological University
1400 Townsend Drive
Houghton 49931
906/487-2460
<http://www.ed.mtu.edu>

Northern Michigan University
Marquette 49855
906/227-1000
<http://www.nmu.edu>

Oakland University
Rochester 48309-4401
248/370-3050
<http://www3.oakland.edu>

Saginaw Valley State University
7400 Bay Road
University Center 48710-0001
517/790-4000
<http://www.svsu.edu>

University of Michigan-Ann Arbor
610 East University, Room 1110
Ann Arbor 48109-1259
313/764-9470
<http://www.umich.edu>

University of Michigan-Dearborn
4901 Evergreen Road
Dearborn 48128-1491
313/593-5090
<http://www.umd.umich.edu>

University of Michigan-Flint
430 CROB Building
Flint 48502-1950
810/762-3260
<http://www.flint.umich.edu>

Wayne State University
441 Education Building
Detroit 48202-3489
313/577-1620
<http://wayne.edu>

Western Michigan University
1903 W. Michigan
Kalamazoo 49008
616/387-1000
<http://www.wmich.edu>

Independent Colleges and Universities

Adrian College
Adrian 49221
517/265-5161
<http://www.adrian.edu>

Albion College
Albion 49224
517/629-0228
<http://albion.edu>

Alma College
Alma 48801
517/463-7202
<http://www.alma.edu>

Andrews University
Berrien Springs 49104
616/471-7771
<http://www.andrews.edu>

Aquinas College
Grand Rapids 49506
616/459-8281
<http://www.aquinas.edu>

Calvin College
3201 Burton, SE
Grand Rapids 49546
616/957-6201
<http://www.calvin.edu>

Concordia University
4090 Geddes Road
Ann Arbor 48105
734/995-7392
<http://www.ccaa.edu>

Cornerstone University
1001 East Beldine Ave., NE
Grand Rapids 49505-5897
616/222-1537
<http://www.cornerstone.edu>

Hillsdale College
33 East College Street
Hillsdale 49242
517/437-7341
<http://www.hillsdale.edu>

Hope College
P.O. Box 9000
Holland 49422-9000
616/395-7740
<http://www.hope.edu>

Kalamazoo College
1220 Academy Street
Kalamazoo 49007
616/337-7033
<http://www.kzoo.edu>

Madonna University
36600 Schoolcraft Road
Livonia 48150
734/432-5300
<http://www.munet.edu>

Marygrove College
8425 W. McNichols Road
Detroit 48221-2599
313/927-1200
<http://marygrove.edu>

Olivet College
Olivet 49076 616/749-7000
<http://www.olivetcollege.edu>

Siena Heights University
Adrian 49221-1796
517/263-0731
<http://www.sienahts.edu>

Spring Arbor University
Spring Arbor 49283
517/750-6229
<http://www.arbor.edu>

University of Detroit Mercy
P. O. Box 19900
Detroit 48219-0900
313/993-6301
<http://www.udmercy.edu>

Michigan Department of Education Endorsement Areas and Codes November 2002

AX	COMMUNICATION ARTS		BILINGUAL EDUCATION		MISCELLANEOUS	
BX	LANGUAGE ARTS					
BA	English		YA	Bilingual French	NB	National Board Certification
BC	Journalism		YB	Bilingual German	ND	Library Media
BD	Speech		YC	Bilingual Greek	NJ	Environmental Studies
BT	Reading		YE	Bilingual Russian	NP	Educational Technology
			YF	Bilingual Spanish	NR	Computer Science
BR	Reading Specialist		YH	Bilingual Italian	NS	English as a Second Language
			YI	Bilingual Polish	NT	Guidance and Counseling
			YJ	Bilingual Hebrew		
RX	SOCIAL STUDIES		YK	Bilingual Arabic	OX	FINE ARTS
			YL	Bilingual Other		
	CA	Economics	YM	Bilingual Vietnamese	PX	HUMANITIES
	CB	Geography	YN	Bilingual Korean		
	CC	History	YO	Bilingual Yugoslavian	PR	Academic Study of Religions
	CD	Political Science	YP	Bilingual Chaldean	PS	Philosophy
			YR	Bilingual Chinese		
SOCIAL SCIENCE*			YS	Bilingual Filipino	SPECIAL EDUCATION	
			YT	Bilingual Japanese		
CE	Psychology		GX	BUSINESS EDUCATION	SA	Cognitive Impairment
CF	Sociology				SB	Speech and Language Impairment
CH	Anthropology		GA	Accounting	SC	Physical or Other Health Impairment
CL	Cultural Studies		GH	Business Administration	SE	Emotional Impairment
CM	Behavioral Studies		GI	Secretarial Science	SK	Visual Impairment
			GM	Distributive Education	SL	Hearing Impairment
DX	SCIENCE**		HX	AGRICULTURAL EDUCATION	SM	Learning Disabilities
DI	INTEGRATED SCIENCE				SP	Physical Education for Students with Disabilities
	DA	Biology	IX	INDUSTRIAL TECHNOLOGY	SV	Autism
	DC	Chemistry			TX	TECHNOLOGY AND DESIGN
	DE	Physics	JX	MUSIC EDUCATION		
	DH	Earth/Space Science			ZA	EARLY CHILDHOOD EDUCATION ****
DP	Physical Science		KH	FAMILY AND CONSUMER SCIENCES	ZD	MIDDLE SCHOOL ****
EX	MATHEMATICS		LX	ART EDUCATION ***	ZL	MIDDLE LEVEL ****
			LQ	VISUAL ARTS EDUCATION		
FOREIGN LANGUAGE			LZ	VISUAL ARTS EDUCATION SPECIALIST	ZG	GENERAL EL K-5 ****
					VOCATIONAL EDUCATION	
FA	French		MX	HEALTH, PHYS. ED. AND RECREATION		
FB	German				VA	Vocational Agriscience and Natural Resources
FC	Greek		MA	Health	VB	Vocational Business Services
FD	Latin		MB	Physical Education	VD	Vocational Distributive Education
FE	Russian		MD	Recreation	VH	Vocational Family and Consumer Sciences
FF	Spanish		MH	Dance	VT	Vocational Technical
FG	Other					
FH	Italian					
FI	Polish					
FJ	Hebrew					
FL	Japanese Language and Culture					

* There is no endorsement for the Social Science group (formerly CX), only individual endorsements.

** The DX endorsement may not be offered to new candidates after the fall semester of the 2003-2004 academic year.

*** The LX endorsement may not be offered to new candidates after the fall semester of the 2002-03 academic year.

**** The "Z" codes are used only by teacher preparation institutions for recommending these grade levels to the Michigan Department of Education. They do not appear on a teaching certificate.

No Child Left Behind (NCLB) Requirements for Highly Qualified Teachers

The No Child Left Behind Act of 2001 requires that all teachers of core academic subjects be highly qualified. Core academic subjects include English, reading, language arts, mathematics, science, foreign languages, civics and government, economics, arts, history, and geography (NCLB Section 9101).

Timeline for Compliance

The timeline for meeting this requirement is contingent upon two elements: (1) the date of employment and (2) whether the teacher is working in a program supported by **Title I funds (targeted assistance or school-wide)**.

NEW HIRE: TITLE I PROGRAM

?? If hired **after** the first day of school in the 2002-03 school year and working in a program supported with Title I funds (school-wide or targeted assistance), **the teacher must meet the requirements as a condition of employment.**

NEW HIRE: NON-TITLE I PROGRAM/BUILDING

?? If hired **after** the first day of school in the 2002-03 school year and **NOT** working in a program supported with Title I funds (school-wide or targeted assistance), **the teacher must meet the requirements by the end of the 2005-06 school year.**

EXPERIENCED TEACHERS: TITLE I PROGRAMS AND ALL OTHERS

?? If hired **before** the first day of school in the 2002-03 school year, **the teacher must meet the requirements by the end of the 2005-06 school year**, regardless of whether working in a program supported by Title I funds or not.

Note:

1. The first day of school is defined as the first day of school that students report per the district school calendar.
2. New teachers trained at an approved Michigan teacher preparation institution will meet the definition of highly qualified because they are required to take and pass the Michigan Test for Teacher Certification (MTTC) basic skills test and appropriate subject area examinations.

Highly Qualified Teachers—Elementary Level

A highly qualified teacher at the elementary level who is **new** to the profession must hold at least a bachelor's degree, and full state certification including passage of the Michigan Test for Teacher Certification (MTTC) basic skills test and the comprehensive elementary examination. New elementary teachers who are assigned to teach specific content area(s) in grades 6-8 must pass the appropriate MTTC subject area examination as required by *Section 1531 of the Michigan Revised School Code*.

A highly qualified teacher at the elementary level who is **not new** to the profession and was issued a Michigan teaching certificate prior to implementation of the MTTC (the MTTC was fully implemented in 1992); in addition to holding at least a bachelor's degree and full state certification, each teacher will need to provide evidence of meeting **one** of the following options:

- ? Passage of the MTTC general elementary examination and any subject area examinations for which the teacher is endorsed and is, or will be, teaching in grades 6-8. **Individuals who hold the old K-8 "all subjects" (no longer issued after September 1, 1988) designation on their elementary teaching certificates may elect to take and pass the MTTC subject area examination for each subject that he/she is assigned to teach in grades 6-8 if they do not hold a major in the subject, OR**
- ? A graduate degree or coursework that is equivalent to an undergraduate major in any subject area directly related to elementary teaching, **OR**
- ? Achieve National Board Certification or credentialing in any subjects(s) at an appropriate developmental level(s), **OR**
- ? The following high objective uniform state standard of evaluation (HOUSE):
 1. Have at least 3 years of teaching experience at the elementary level and have completed, since the issuance of the Provisional teaching certificate, a minimum of 18 semester credit hours in a planned standards-based SBE-approved endorsement program or a master's or higher degree in an area appropriate for elementary education, **OR**
 2. Have at least 3 years of teaching experience and, before the end of the 2005-06 school year, have completed an individual professional development plan approved by the local school improvement team, including completion of professional development activities that are aligned with the state professional development standards and consisting of at least 90 contact hours or 6 semester hours of coursework in a standards-based (in accordance with the SBE-approved standards that are aligned with the applicable Michigan Curriculum Frameworks) subject/content subject area program related to the current teaching assignment, and documented with the local district on a form approved by the MDE (Attachment 1), **OR**
 3. Demonstrate competence of subject matter knowledge and teaching skills using a standards-based performance assessment reflecting the Entry-Level Standards for Michigan Teachers approved by the State Board of Education. the performance assessment must be conducted by a local professional development review team/school improvement team and may include classroom observation, and/or videotaped lessons, and/or an individual portfolio using the Michigan content area portfolio guidelines. the performance assessment plan, standards, and evaluation instrument must be submitted to the Michigan department of education for approval prior to implementation.

Note: Each teacher will be responsible for selecting one of the above options as a procedure to meet the NCLB highly qualified requirement by the end of the 2005-06 school year.

Highly Qualified Teachers—Middle and Secondary Level

A **highly qualified teacher at the middle and secondary levels** (grades 7-12) who is **new** to the profession must hold at least a bachelor's degree and full state certification, including passage of the MTTC basic skills test and subject area major and minor examinations, as required by *Section 1531 of the Michigan Revised School Code*.

A **highly qualified teacher at the middle and secondary level** who is **not new to the profession** and was issued a Michigan teaching certificate prior to implementation of the MTTC; in addition to holding at least a bachelor's degree and full state certification, each teacher will need to provide evidence of meeting **one** of the following options for each subject in which he/she teaches:

- ? The MTTC subject area examinations (other than those in which the teacher holds a subject area major) for which the teacher is endorsed and is, or will be, teaching in grades 7-12. **Individuals who hold the old 7-8 “all subjects” (no longer issued after September 1, 1988) designation on their secondary teaching certificates may elect to take and pass the MTTC subject area examination for each subject that he/she is assigned to teach in grades 7-8 if they do not hold a major in the subject(s), OR**
- ? A graduate degree or coursework that is equivalent to an undergraduate major in the teaching field, **OR**
- ? Achieve National Board Certification or credentialing in the subjects(s) at an appropriate developmental level(s) that he/she teaches, **OR**
- ? The following high objective uniform state standard of evaluation (HOUSE):
 1. Have at least 3 years of teaching experience at the secondary level and have completed, since the issuance of the Provisional teaching certificate, a minimum of 18 semester credit hours in a planned standards-based SBE-approved endorsement program or a master's or higher degree in an area appropriate for secondary education, **OR**
 2. Have at least 3 years of teaching experience and, before the end of the 2005-06 school year, have completed an individual professional development plan approved by the local school improvement team, including completion of professional development activities that are aligned with the state professional development standards and consisting of at least 90 contact hours or 6 semester hours of coursework in a standards-based (in accordance with the SBE-approved standards that are aligned with the applicable Michigan Curriculum Frameworks) subject/content subject area program related to the current teaching assignment, and documented with the local district on a form approved by the MDE (Attachment 1), **OR**
 3. Demonstrate competence of subject matter knowledge and teaching skills using a standards-based performance assessment reflecting the Entry-Level Standards for Michigan Teachers approved by the State Board of Education. the performance assessment must be conducted by a local professional development review team/school improvement team and may include classroom observation, and/or videotaped lessons, and/or an individual portfolio using the Michigan content area portfolio guidelines. the performance assessment plan, standards, and evaluation instrument must be submitted to the Michigan department of education for approval prior to implementation.

Note: Each teacher will be responsible for selecting one of the above options as a procedure to meet the NCLB highly qualified requirement by the end of the 2005-06 school year.

Teachers Who Do Not Meet Requirements for Highly Qualified Teachers

- ?? Teachers with full-year and emergency permits
- ?? Teachers teaching in minor subject area endorsements in which they have not passed the MTTC subject area examination or have not met Michigan's NCLB-approved high objective uniform state-standard of evaluation requirements for being highly qualified
- ?? Teachers hired under a 150-day substitute permit

Special Considerations

Teachers assigned to special education or to alternative education classes and who are teaching core academic subjects to students must meet the definition of a highly qualified teacher for each academic subject taught.

Teachers in adult education programs are not affected by NCLB requirements.

Teachers with a group endorsement (i.e., (DX) Science and (RX/CX) Social Studies) teaching in a specific academic subject assignment (i.e., history, physics) must meet the definition of a highly qualified teacher for each academic subject taught. These teachers may be considered to be highly qualified when teaching a general or survey course in the subject areas.

MTTC 2003-2004 Registration Schedule

TEST DATE (Saturday)	REGULAR REGISTRATION DEADLINE RECEIPT date for registration via the Internet POSTMARK date for registration by mail	LATE REGISTRATION DEADLINE RECEIPT date for registration via the Internet and by mail.	EMERGENCY REGISTRATION PERIOD		SCORE REPORT MAILING DATE
			Via the Internet Begins at 5 p.m. Eastern time	By Telephone Call 413-256-2876 9 a.m. to 5 p.m. Monday-Friday, excluding holidays	
Oct. 18, 2003	Sept. 12, 2003	Sept. 26, 2003	Sept. 26-Oct. 10, 2003	Oct. 1-Oct. 10, 2003	Nov. 14, 2003
Jan. 10, 2004	Nov. 28, 2003	Dec. 19, 2003	Dec. 19-Jan. 2, 2004	Dec. 24-Jan. 2, 2004	Feb. 6, 2004
Apr. 3, 2004	Feb. 20, 2004	March 12, 2004	Mar. 12-Mar. 26, 2004	Mar. 17-Mar. 26, 2004	Apr. 30, 2004
July 10, 2004	May 28, 2004	June 18, 2004	June 18-July 2, 2004	June 23-July 2, 2004	Aug. 6, 2004

NATIONAL EVALUATION SYSTEMS, INC.
P.O. BOX 660
AMHERST, MA 01004-9001
www.mttc.nesinc.com

TELEPHONE: (413) 256-2876 9 a.m.-5 p.m.
 Eastern time (Monday-Friday, excluding holidays)
(800) 823-9225 (Automated Information System
 available 24 hours daily
 Telecommunications Device for the Deaf (TDD):
(413) 256-8032

Online registration with a credit card payment option: www.mttc.nesinc.com

Guidelines for Foreign Applicants

For applicants from other countries, a course-by-course evaluation of the transcript, including those in English, indicating the conversion of credits to U.S. equivalencies must be provided by one of the following recognized services:

Int'l. Ed. Research Foundation, Inc.
 P.O. Box 66940
 Los Angeles, CA 90066
 Telephone: 310-397-6276
 Fax: 310-397-7686
 e-mail: IERF.CERF.NET


World Ed. Services, Inc.
 P.O. Box 11623
 Chicago, IL 60611-0623
 Telephone: 800-937-3898
 Fax: 312-222-1217
 e-mail: INFO@WES.ORG

Educational Credential Evaluators, Inc.
 P.O. Box 92970
 Milwaukee, WI 53202
 Telephone: 414-289-3400
 Fax: 414-289-3411
 e-mail: VAL@ECE-HOST.MHS.COMPUSEV.COM




CERTIFICATION FOR CAREER AND TECHNICAL (VOCATIONAL) EDUCATION TEACHERS

Career and technical education is offered as either a part of the regular school curriculum (vocational/non-wage earning) for the education of students as a vocational/occupational/wage earning program specifically designed to prepare students for employment in an occupational area.



Temporary Vocational Authorization (TVA)

-  Allows the holder to teach in state reimbursed and approved, vocational education classroom in the occupational area(s) in which he or she is endorsed.




TVA Requirements

-  Bachelor's degree
-  Completion of an approved major or minor in an occupational area
-  Two years (4,000) hours of recent and relevant work experience in an occupational area

Occupational Education Certificate Requirements

-  Completion of 10 semester hours of vocational education credit from an approved teacher preparation institution or completion of a master's degree.
-  Completion of three years of successful experience within the validity of the TVA

Annual Vocational Authorization (AVA)

-  Issued to district when appropriately certificated vocational education teacher is not available
-  Valid for one year; may be renewed without posting the position for up to eight years; teacher must be annually completing coursework towards certification
-  If the district/school cannot find a person with a TVA to teach in the specific occupational area, the district may apply for an Annual Vocational Authorization for an individual who may or may not hold a bachelor's degree, but must have at least two years of recent work experience in this occupational area in which he or she will be assigned to teach.

NONCERTIFIED/NONENDORSED TEACHERS

Part 4, State Special Permits, of the *Administrative Rules Governing the Certification of Michigan Teachers* authorizes the issuance of teacher permits to a school district or school that cannot find an appropriately certified teacher to fill a vacancy or for day-to-day regular substitute teaching assignments. Permits are valid only for the school year for which they are approved and expire on June 30.

The Substitute Permit

This permit (also known as the **150-day permit**), authorizes a school district/school to employ a person who does not hold a valid Michigan teaching certificate, or one valid for the teaching assignment, as a substitute teacher on a day-to-day basis when the regular teacher is temporarily absent. The substitute permit **is not valid for any regular or extended teaching assignment**. Qualifications include **completion of 90 semester hours of credit**. The credit must be consolidated at one four-year, regionally accredited college or university.

The Full-Year Permit (R390.1142)

This permit authorizes a school district/school to employ a person who is not appropriately certified in a regular or extended teaching assignment. Qualifications include **completion of a minimum of 120 semester hours of credit, including 15 semester hours of professional education credit**, from an approved teacher preparation institution. It must also be **verified that an appropriately certified teacher was not available for the assignment**.

The Emergency Permit (R390.1145)

This permit authorizes a school district/school to employ a person who is not appropriately certified or who does not meet the requirements for a full-year permit in a regular or extended teaching assignment. It is issued only in **emergency situations when the lack of a teacher will deprive students of an education**. Qualifications include **completion of a baccalaureate or higher degree** at a regionally or nationally accredited college or university; **OR current enrollment AND completion of at least 90 semester hours in an approved teacher preparation program, AND verification that an appropriately certified teacher OR a person who meets the requirements for a full-year permit is NOT available** for the teaching assignment identified as an “emergency” situation.

Section 1233b Permit

Section 1233b of Public Act 289 (1995) **authorizes the employment of a noncertificated, nonendorsed teacher in the subject areas of COMPUTER SCIENCE, FOREIGN LANGUAGE, MATHEMATICS, BIOLOGY, CHEMISTRY, ENGINEERING, PHYSICS, ROBOTICS**, or in another subject area designated by the State Board of Education, in grades 9-12. However, the district/school must obtain a permit for compliance.

To qualify for a permit under this provision, the **candidate must:**

- ?? Possess an earned **bachelor's degree** from an accredited postsecondary institution.
- ?? Have a **major or graduate degree** in the field of specialization in which he or she will teach.
- ?? Have, in the five-year period immediately preceding the date of hire, **not less than two years of occupational experience** in the field of specialization in which he or she will teach. Those who will teach in the area of foreign language are exempt from this requirement.
- ?? In addition, the school district/school must verify that it has posted and advertised the position and was unable to find an appropriately certified teacher for the assignment.

The above conditions may be waived if the individual is continually enrolled and completing credit in a teacher preparation program and, by the second year of teaching, the teacher has passed the appropriate Michigan test for teacher certification.

The Michigan Department of Education is required by the No Child Left Behind Act (NCLB) to annually reduce the number of teachers who have not been identified as highly qualified teachers. Toward this end, the Department will limit the number and types of emergency permits issued per year by reducing the previous year's total permits by 30 percent beginning September 2003. If a district employs a teacher under a full-year permit and that teacher is enrolled in a teacher preparation program and demonstrating adequate academic progress toward certification, the teacher must be provided a mentor and supervised by a university/faculty member in order to be considered highly qualified under NCLB. Completion of the certification program must not take longer than three years.

PROFESSIONAL SCHOOL SUPPORT PERSONNEL

In Michigan, School Guidance Counselors are issued the following credentials:

School Guidance Counselor Endorsement

Is available as an additional endorsement (grades K-12) to those who hold a valid teaching certificate. It is added to either an elementary or secondary teaching certificate following the completion of an approved school counselor preparation program offered by a teacher preparation institution and by passing the Guidance Counselor subject area exam of the Michigan Test for Teacher Certification (MTTC).

Preliminary Employment Authorization for School Guidance Counselor

Is available to a candidate of a Michigan teacher preparation institution who has completed 34 semester hours of course work in an approved school guidance counseling program and has passed the Guidance Counselor subject area exam on the MTTC. This authorization is valid for three years and is nonrenewable. During the three-year validity period, a person is expected to complete the remainder of any outstanding courses/practicum in order to be recommended for the school counselor endorsement or School Counselor License.

School Counselor License

Is issued to an in-state or out-of-state candidate under the provisions of 1233(2)(b)(i) of the Revised School Code. Eligible candidates must:

- ☞ hold a master's or higher degree awarded after completion of an approved School Counselor Education program that includes at least all skills and content areas or their equivalent required by Michigan law.
- ☞ has successfully completed the Michigan Test for Teacher Certification Guidance Counselor examination; **and** is recommended by an approved School Counselor Education program.

Under the provisions of 1233(2)(c)(i), the license will be issued to out-of-state candidates who have at least 5 years of successful experience serving in a school counseling role within the immediately preceding 7-year period; successfully passed the MTTC guidance counselor examination, and hold either a bachelor of science or bachelor of arts degree, and can provide a copy of the credential or approval document required by the state to serve in the school counseling role in which the counseling experience is documented.

This license is valid for 5 years and is renewable via the completion of 6 semester credit hours or 18 State Board-Continuing Education Units (SB-CEUs) or a combination of the two (3 SB-CEUs are equivalent to 1 semester credit hour).

Temporary School Counselor Authorization

Is issued to out-of-state candidates who meet either the educational or experience requirement, but have yet to take and pass the required examination. This authorization is valid for one year only and is nonrenewable. Application is made directly to the Michigan Department of Education.

For information regarding PA 288 regarding school guidance counselors, please contact Beatrice M. Harrison at 517-241-0046.

SCHOOL PSYCHOLOGIST CREDENTIALS

Initial School Psychologist Certificate

A Preliminary School Psychologist certificate is issued upon completion of an approved school psychologist program offered at an approved teacher preparation institution. This certificate is valid for a period of three years, during which the holder is expected to gain experience as a practicing professional and to complete all academic training program requirements. It may be renewed only once for an additional three years upon completion of not less than six semester hours of credit pertinent to school psychology, earned at an approved preparation institution.

Advanced School Psychologist Certificate

A School Psychologist certificate is issued upon the completion of supervised work experience requirement and additional academic study. It is valid for five years and must be renewed upon completion of not less than six semester hours of credit from an approved institution or 18 State Board-Continuing Education Units (SB-CEUs) or a combination of the two.

PARAPROFESSIONAL SCHOOL SUPPORT PERSONNEL

Paraprofessionals

Any paraprofessional hired by the local education agency after January 8, 2002, and working in a Title I, Part A program must have a secondary school diploma or its recognized equivalent (GED) and meet one of the following qualifications:

1. Have completed at least two years of study at an institution of higher education; or
2. Have obtained an associate's (or higher) degree; or
3. Have met a rigorous standard of quality and can demonstrate, through a formal state or local academic assessment
 - a. Knowledge of, and the ability to assist in, instructing, reading, writing, and mathematics; or
 - b. Knowledge of, and the ability to assist in, instructing, reading readiness, writing readiness, and mathematics readiness, as appropriate.

The State Board of Education has approved the use of the Michigan Test for Teacher Certification (MTTC) Basic Skills test and the ACT Work Keys Assessment for qualifying paraprofessionals.

Where Can I Take the WorkKeys Assessment Tests?

You can take the WorkKeys tests at any of these Michigan WorkKeys Service Centers.
Call for testing times and fee information.

Joel Rodrigues
Lenawee ISD Vo-Tech Center
2345 N. Adrian Hwy
Adrian, MI 49221
(517) 265-1656

Chuck Wiesen
Alpena Community College
666 Johnson St.
Alpena, MI 49707
(989) 356-9021 ext. 235

Karen Cross
Washtenaw Community College
Ann Arbor, MI
(734) 766-5018

Nancy Obey
Kellogg Community College
450 North Avenue
Battle Creek, MI 49017
(616) 965-4135

Robert Harrison
M-TEC at Lake Michigan College
400 Klock Rd.
Benton Harbor, MI 49022
(616) 926-4086

Sheryl Hayden
Glen Oaks Community College
62249 Shimmel Rd.
Centreville, MI 49032
(616) 467-9945 ext. 296

Gail Conte
Henry Ford Community College
5101 Evergreen Rd.
Dearborn, MI 48128
(313) 845-9652

Mary Smith
Wayne County Community College
Detroit, MI
(313) 496-2542
Mail: Cynthia Craft
WCCC
Workforce and Economic Dev.
801 West Fort St.
Detroit, MI 48226

Paul Mulka
Michigan Career & Technical Inst.
11611 W. Pine Lake Rd
Plainwell, MI 49080
(616) 664-9204

Brady Nelson
Bay De Noc Community College
2001 North Lincoln Rd.
Escanaba, MI 49829
(906) 786-5802

Robert Matthew
Mott Community College
North Pointe Center
4119 N. Saginaw Street
Flint, MI 48505
(810) 785-3300

Ed Haynor
Newaygo County
Career Tech Center
Fremont, MI
(231) 924-8826

Mauricio Jimenez
Grand Rapids Community College
Grand Rapids, MI
(616) 234-4134
Mail: Karen Demchuk
GRCC
151 Fountain NE
Grand Rapids, MI 49503

Cindy Armstrong
Kent Career/Technical Center
1655 East Beltline, NE
Grand Rapids, MI 49525
(616) 365-2257

Karen Archambault
Mid Michigan Community College
1375 S. Clare Ave.
Harrison, MI 48625
(989) 386-6622

Lucy Welch
Thompson M-TEC
6364 136th Ave. Pvt.
Holland, MI 49424
(616) 738-8935 ext. 4202

Stephanie Murphy
Gogebic Community College
E4946 Jackson Rd.
Ironwood, MI 49938
(906) 932-4231 ext. 213

Shelley Kaye
Oakland Community College
2900 Featherstone
Auburn Hills, MI 48326
(248) 232-4174

Deborah Strohaber
Jackson Community College
Jackson, MI
(517) 796-8450
Mail: Debra Beldon
Jackson Community College
2111 Emmons Rd.
Jackson, MI 49201

Paul Aivars
M-TEC @ Kalamazoo Valley CC
7107 Elm Valley Dr.
Kalamazoo, MI 49003
(616) 353-1253

Robert Bouck
Lansing Community College
315 N. Grand Ave.
Lansing, MI 48903
(517) 483-1539

Denise Sigworth
Schoolcraft Community College
Livonia, MI
(734) 462-4454

Cindy Leyrer
Capitol Area
MichiganWorks!/Ingham ISD
2110 S. Cedar St.
Lansing, MI 48910
(517) 492-5588
Stephanie Marin
(517) 492-5586

Barry Kinsey
Monroe Community College
1555 S. Raisinville Rd.
Monroe, MI 48161
(734) 242-7300

David Holmen
Muskegon Community College
221 s. Quarterline Rd.
Muskegon, MI 49442
(231) 777-0217

Jami Blaauw Hara
North Central Michigan College
1515 Howard St.
Petoskey, MI 49770
(231) 348-6614

Doreen MacDonald
St. Clair Community College
Port Huron, MI
(810) 989-5758

Katherine Nemeth
Kirtland Community College
Roscommon, MI
(989) 275-5000 ext. 239

Danny Herman
Montcalm Community College
2800 College Dr.
Sidney, MI 48885
(989) 328-1264
Leslie Ann Wood and Julie
Kavanaugh

Ann Thomason
ACT Center/Macomb C C
7900 Tank Ave., Rm 114
Warren, MI 48092
(586) 498-4118

Wayne Lavolette
Jewish Vocational Services
29699 Southfield Rd.
Southfield, MI 48076
(248) 559-5000 ext. 262

Deborah Strohaber
JCC/MichiganWorks!
Service Center
Hillsdale, MI
(517) 796-8450
Mail: Debra Beldon
Jackson Community College
2111 Emmons Rd.
Jackson, MI 49201

Julie Walker
Saginaw Career Complex
2102 Weiss St.
Saginaw, MI 48602
(989) 797-4840
Kickham Kathy

Scott Conant
Allegan Area Tech Center
2891 116th Ave.
Allegan, MI 49010-9004
(616) 673-2161

Gordon Grimm
Northwestern Community College
1701 E. Front St.
Traverse City, MI 49686
(231) 995-1120
Deb Vogel
Michigan Works!
1209 S. Garfield, Suite C
Traverse City, MI 49686

Deborah Strohaber
JCC Lenawee Center
Adrian, MI
(517) 796-8450
Mail:
Debra Beldon
Jackson Community College
2111 Emmons Rd.
Jackson, MI 49201

Tom Julien
Downriver Community Conference
15100 Northline
Southgate, MI 48195
(734) 362-3481

Ross Kissel
West Shore Community
College
3000 N. Stiles Rd
Scottville, MI 49454
(231) 845-6211 ext. 3503

Ellen Waxman
Delta Community College
Assessment/Testing, D-101
1961 Delta Rd.
University Center, MI 48710
(989) 686-9532

Lisa Sundaram
Detroit's Work Place
455 W. Fort Street, 5th Floor
Detroit, MI 48226
(313) 962-9675

Diane Peters
Capitol Area MichiganWorks!
Service Center/
Eaton County ISD
Charlotte, MI
(517) 543-5278 ext. 2638

Deb Doyle
Michigan Works!
Job Force Board
2950 College Ave.
Escanaba, MI 49829
(906) 789-WorkKeys
Brochure Only

Deb Vogel
Northwest Michigan Works!
1209 S. Garfield Suite C
Traverse City 49686
(231) 922-3700
1-800-442-1074

Brenda Everingham
South Central Michigan Works!
1040 S. Winter St., Suite 3010
Adrian, MI 49221
(517) 266-5627

Who Can I Contact for More Information?

Michigan Merit Award Office, P.O. Box 30716, Lansing, MI 48909

Phone: 1-888-95-MERIT (1-888-956-3748), Fax Number: 517-241-4638



E-mail: MeritAward@state.mi.us Web site: www.MeritAward.state.mi.us

STATE BOARD OF EDUCATION RULE FOR THE CONTINUING EDUCATION OF SCHOOL ADMINISTRATORS

(By authority conferred on the state board of education by section 1246 of Act No. 461 of the Public Acts of 1976, as amended, being §380.1246 of the Michigan Compiled Laws)

R 380.1201 School administrator continuing education requirement.

Rule 1. Subject to section 1246(1) and (2) of Act No. 451 of the Public Acts of 1976, as amended, being §380.1246(1) and (2) of the Michigan Compiled Laws, beginning July 1, 1999, a school district, public school academy, or intermediate school district shall not employ a person who has not completed, within a 5-calendar-year period before July 1, 1999, either a minimum of 1 semester hour of credit at a state board-approved institution or 3 state board-continuing education units (SB-CEUs). A person who holds a Michigan administrator certificate that is valid through June 30, 1999, is exempted from this requirement. After July 1, 1999, or upon expiration of the administrator certificate, a person employed as a school administrator shall have completed, within each 5-calendar-year period, a minimum of 6 semester hour credits at a state board-approved institution or 18 state-board continuing education units, or a combination of both.

Administrators Without Certificates or With Expired Certificates	
New Hires – Prior to Employment	Currently Employed
5 Years Prior to Employment	Every 5 Year Period Following Employment
	
6 Semester Hour or 18 SB-CEUs	6 Semester Hours or 18 SB-CEUs

PROFESSIONAL STANDARDS AND PRACTICES

Very Brief Overview of Criminal Records Check Requirements for School Districts

- Public Act 99 of 1992 - Required school districts to conduct a criminal records (fingerprint) check through the Michigan State Police prior to employing a teacher, administrator, substitute teacher, school nurse, school psychologist, or other certified/(SBE approved) personnel. (There is a \$30 fee.)
- Public Act 68 of 1993 - Allowed school districts to “conditionally employ” a teacher, administrator, substitute teacher, school nurse or school psychologist until the criminal records check (fingerprint).
- Requires the State Police to respond within 30 days.
- Allows the school district to share the results of a criminal records check with another school or school district, if they have the written approval of the applicant.
- See July 19, 1993, letter.
- Public Act 144 of 1994 - This act identifies additional types of convictions that school districts are required to report to the State Board of Education.
- See July 18, 1994, letter.
- Public Act 83 of 1995 - This act adds the requirement that in addition to a state criminal records (fingerprint) check, new teachers, administrators, substitutes, etc. have a federal criminal records (fingerprint) check. (There is a \$24 fee.)
- Public Act 96 of 1995 - This act specifies a criminal misdemeanor penalty for anyone attempting to gain employment as a teacher, school administrator, etc. by using a certificate/approval that has been suspended, surrendered, revoked, nullified, fraudulently obtained, altered, forged, or that belongs to another person.
- See August 7, 1995, letter.
- Public Act 97 of 1995 - This act requires the superintendent, chief administrative officer of a nonpublic school, or the president of a school board of a public or nonpublic school to notify the State Board of Education of a certified teacher, school administrator, school counselor, etc. who has been convicted of any felony or certain misdemeanors as described in the act.
- See August 7, 1995, letter.

PROFESSIONAL PRACTICES

CRIMINAL RECORDS CHECK FOR EMPLOYMENT:

Sections 1230 and 1230a of the Revised School Code require school districts to conduct a State Police and Federal Bureau of Investigation criminal records check for all new teachers, school administrators, school counselors, school psychologists, school nurses, and school social workers employed. A person may be immediately employed if a criminal records check has been requested and the individual has signed an oath regarding their conviction status.

A person may be employed prior to a criminal records check because Public Act 68 of 1993 allows for the **conditional employment** of a teacher, school administrator, school psychologist or other personnel required to have State Board of Education certification or approval, **provided a criminal records check has been requested by the employing school district**. In addition, each new employee **must be required** to sign a statement indicating whether or not they have been previously convicted of a criminal offense. As identified on the enclosed form, standard language for this statement has been approved by the Michigan Office of the Attorney General. Any deviation from the standard language is not acceptable for this purpose. A criminal records check **includes** misdemeanors, felony arrests and convictions. New employees will not be required to list civil infractions such as minor traffic violations. A civil infraction does not require a person to be fingerprinted. It is recommended that the oath statement be placed on your school district's letterhead. This form is to be retained by the local district and **is not to be forwarded** to the Department of Education.

CRIMINAL RECORDS CHECKS OF SUBSTITUTE TEACHERS:


Newly hired substitute teachers are required to have a criminal records check. If a person is a substitute teacher in another district and a criminal records check has been conducted, it is not necessary to have a records check done again, providing the other district verifies the conviction status with the district.

CRIMINAL RECORDS CHECKS OF OUT-OF-STATE GRADUATES OR CERTIFIED TEACHERS:

If a district employs an out-of-state graduate or holder of a teaching certificate from out of state, it is still required to conduct a Michigan criminal records check. This is because it is possible that this individual could have been convicted in the state of Michigan. If a district wishes to conduct an out-of-state criminal records check of a prospective employee, it would be necessary to contact the appropriate law enforcement agency for that state.

PROCEDURES FOR OBTAINING A CRIMINAL RECORDS CHECK:

Criminal records checks may be obtained as follows:

-  Prospective employees may be advised by the district to contact a local law enforcement agency to be fingerprinted, or the school district may choose to fingerprint the prospective employee.

~~✍~~ In either case, the district/school will be required to submit to the Michigan Department of State Police a completed fingerprint card and a fee payment of \$15 for the applicant. School districts should verify that the information reported on the fingerprint card is accurate and complete for each individual they intend to employ.

SCHOOL DISTRICT FINGERPRINTING OF NEW EMPLOYEES:

If a school district wishes to fingerprint its own new employees, it **must use the State of Michigan Applicant and Personal Identification Fingerprint Card (RI-8)**, and be trained by local or state law enforcement personnel. **NOTE: Quality fingerprint impressions are necessary for an automated fingerprint check by the Michigan Department of State Police.**

FEE FOR THE CRIMINAL RECORDS CHECK:

- A. There will be a \$54 processing fee for a Michigan Department of State Police criminal records check.
- B. A money order made payable to the state of Michigan must be forwarded to the Michigan Department of State Police with the fingerprint card.
- C. A local law enforcement agency may also charge a fee for fingerprinting, depending on the agency.
- D. **Payment of the required fee may be made by a school district for an individual, but the district is not required to pay.**

MAILING OF FINGERPRINT CARDS (RI-8):

The Michigan Department of State Police requires all fingerprint cards (RI-8) to be mailed to: Michigan Department of State Police, Central Records Division, General Office Building, 7150 Harris Drive, Lansing, Michigan 48913.

RESPONSE TIME FOR CRIMINAL RECORDS CHECKS:

Public Act 68 of 1993 requires a **30-day response time from the date the Michigan Department of State Police receives the request** for a criminal records check. **Any questions regarding a criminal records check should be referred directly to the Michigan Department of State Police by calling (517) 322-1955.**

EMPLOYMENT OF AN EDUCATOR WHO HAS BEEN CONVICTED:

Public Act 68 of 1993 requires that an individual's criminal background be checked, and it does not prohibit the employment of convicted teachers. However, Rule 390.1201 of the *Administrative Rules Governing the Certification of Michigan Teachers* allows for the revocation of a certificate if an individual has been convicted of a felony involving moral turpitude or an act contributing to the delinquency of a child. **Individuals who have been convicted of such offenses must be brought to the attention of the Office of Professional Preparation Services**

so that a determination can be made as to whether this individual's certificate could be suspended or revoked.

SCHOOL DISTRICTS REQUIREMENT TO NOTIFY THE STATE BOARD OF EDUCATION OF CONVICTED TEACHERS:

Public Act 97 of 1995 requires the superintendents of public schools, board presidents, chief administrative officers of nonpublic schools, or presidents of school boards to notify the State Superintendent of Public Instruction of a certified teacher, school counselor, or any employee who is required to hold a State Board of Education approval or permit who has been convicted of any felony or certain misdemeanors as described in the statute.

DISCLOSURE OF CRIMINAL HISTORY

_____ SCHOOL(S)

_____, MICHIGAN

Pursuant to 1993 Public Act 68, I, _____, represent that (check one):

- _____ 1. I have not been convicted of, or pled guilty or nolo contendere (no contest) to any crimes.
- _____ 2. I have been convicted of or pled guilty or nolo contendere (no contest) to the following crimes (use separate sheet to explain nature of conviction, date and court):
- a. _____

- b. _____

- c. _____

I understand and agree that pursuant to 1993 Public Act 68:

(1) the Board of Education of the school district or governing body of the nonpublic school (the "School") must request a criminal history check on me from the Central Records Division of the Michigan Department of State Police;

(2) until that report is received and reviewed by the School, I am regarded as a conditional employee; and

(3) if the report received from the Department of State Police is not the same as my representation(s) above respecting either the absence of any conviction(s) or any crimes of which I have been convicted, my employment contract is voidable at the option of the School.

Date

Signature

NEW TEACHER INDUCTION/TEACHER MENTORING GUIDELINES AT A GLANCE

LEGISLATION: PA 335 (1993) as amended by PA 289 (1995) Section 1526 – Requires all new classroom teachers in the first 3 years of classroom teaching experience to be mentored by one or more master teachers and 15 days of intensive professional development.

MICHIGAN STATE BOARD OF EDUCATION POSITION STATEMENT: *The SBE believes that the New Teacher Induction/Teacher Mentoring process is a cooperative arrangement between peers in which new members of the teaching profession are provided ongoing assistance and support by one or more skilled and experienced teachers. This relationship should be collegial in nature, and all experiences should be directed toward the development and refinement of the knowledge, skills and dispositions necessary for effective learning. This process is expected to be mutually beneficial for all parties involved and to result in improved instructional practice and professional performance.*

THOSE WHO SHOULD BE INCLUDED IN NEW TEACHER INDUCTION/MENTORING:

	YES	NO	OPTIONAL	DISTRICT MAY REQUIRE/PROVIDE
New Teacher – New to the profession beginning Fall '94	☞			
New Hire – 1 or more years of experience prior to Fall '94			☞	☞
New Hire – Transfer from private school or adult ed. with more than 3 years of experience			☞	☞
New Hire – Out-of-state w/more than 3 years of experience			☞	☞
School Counselor – New to the profession	☞			
School Librarian – New to the profession	☞			
Speech Pathologist – New to the profession	☞			
School Psychologist		☞		
School Nurse		☞		
School Social Worker		☞		

CRITERIA FOR SELECTION OF TEACHER MENTORS: It is strongly recommended that teacher mentors be selected by a district/school committee using operational guidelines developed at the local level. It is also recommended that the teacher mentor volunteer willingly for this responsibility.

IMPORTANT CHARACTERISTICS OF MENTORS: Demonstrated excellence in teaching, participation in professional development activities, same certification or specialty area as the new teacher and be located in same building (if possible), active and open listener.

TRAINING FOR MENTORS: Should receive training for role as mentor (p. 9 of Recommended Guidelines).

CORE EXPERIENCES FOR NEW TEACHERS: Knowledge of community, classroom management, parent/guardian interaction, alignment of curriculum, diversity in the classroom, networking, knowledge of teacher evaluation, use of volunteers, time management, knowledge of how to use resources, knowledge of legal issues (pp. 11-12 of Recommended Guidelines).

For more information, contact: Dr. Bonnie Rockafellow at (517) 373-7861; e-mail: RockafellowB@michigan.gov
Fax: (517) 373-0542

PROFESSIONAL DEVELOPMENT FOR ALL TEACHERS

LEGISLATION: PA 289 (1995) Section 1527 – Requires school districts and public school academies to provide 5 days of professional development for all teachers in Michigan each year.

ADDITIONAL REQUIREMENT: Professional development days provided under section 1527 **shall not** be counted toward the professional development required under section 1526.

For more information, contact Cheryl Poole: (517) 241-4546

e-mail: pooleCL@michigan.gov

AUTHORITY: Section 1526 of
Public Act 289, 1995
COMPLETION: Voluntary

TE-2900 8/03

Michigan Department of Education
OFFICE OF PROFESSIONAL PREPARATION SERVICES
P.O. Box 30008, Lansing, Michigan 48909

Direct questions regarding this form to
Dr. Bonnie Rockafellow at 517-373-7861.

**ANNUAL RECORD OF PROFESSIONAL DEVELOPMENT
FOR BEGINNING TEACHERS**

GENERAL INSTRUCTIONS: This form should be completed annually by each **beginning teacher** and signed and dated by the building principal or individual with school district authority for professional development. Each year a copy of this form should be placed in the school district personnel file and a copy kept by the teacher for their portfolio/personal record. The form must be completed for each of a teacher's first three (3) years, but may continue to be used by the teacher for additional years, for recording professional development. A copy of professional development experiences may be requested by the school district. (Please type or print. Make additional copies of this form as needed.)

? This Form is a Worksheet to be completed and retained by the teacher and school district. **DO NOT return this form to the Michigan Department of Education.**

NAME OF TEACHER: _____ SOCIAL SECURITY NUMBER OF TEACHER: _____

NAME OF SCHOOL DISTRICT WHERE EMPLOYED: _____

NAME OF SCHOOL WHERE ASSIGNED: _____

NUMBER OF YEARS AS A CONTRACTUAL TEACHER (1st, 2nd or 3rd): _____ SCHOOL YEAR HIRED: _____

NUMBER OF YEARS WITH THE CURRENT SCHOOL DISTRICT: _____

MENTOR ASSIGNED FOR THE CURRENT YEAR: _____ CURRENT SCHOOL YEAR: 20 ____ - 20 ____

NAME: _____ SOCIAL SECURITY NUMBER: _____

POSITION/STATUS (teacher, university faculty, retired teacher): _____

EMPLOYER: _____

PROFESSIONAL DEVELOPMENT ACTIVITIES/EXPERIENCES

DATE	TITLE/ACTIVITY	PURPOSE/SKILL ADDRESSED	NUMBER OF HOURS ENGAGED

SIGNATURE OF SCHOOL DISTRICT AUTHORITY _____

SIGNATURE OF TEACHER _____

TITLE _____ DATE _____

DATE _____

STATE BOARD-CONTINUING EDUCATION UNIT (SB-CEU) PROGRAM

What are SB-CEUs?

State Board-Continuing Education Units (SB-CEUs) are State Board preapproved inservice, workshop, training, or conference credits that are used for the renewal of selected certificates issued by the Michigan Department of Education (MDE). SB-CEUs are calculated by dividing the total number of contact or instructional hours by the number ten. Thus, an eight-hour session would be eligible to receive eight tenths (.8) of an SB-CEU.

Significance of SB-CEU

Only state approved SB-CEU training counts toward certificate renewal.

Approved Sponsors

Only approved sponsors may apply to the MDE for approval to offer training and/or conferences for SB-CEUs. An approved sponsor may be in any one of the following six categories:

1. Michigan accredited colleges and universities
2. Michigan institutions approved by the State Board of Education to prepare Michigan teachers
3. Michigan accredited community colleges
4. A Michigan Department of Education agency
5. Michigan school districts (both local and intermediate) as well as private schools
6. Local, state, and national (with state or local chapter) professional education organizations.

Individuals and private vendors may not submit SB-CEU program approval applications directly to the MDE. They may, however, have their program approved through an “approved sponsor.” For a complete listing of approved sponsors, visit our website at www.solutionwhere.com/mi_sbceu.

Who is eligible to use SB-CEUs for certificate renewal?

Individuals who hold the following certificates are eligible to use SB-CEUs for certificate renewal every five years.

1. The Professional Education certificate
2. The Occupational Education certificate
3. The School Psychologist certificate
4. The School Counselor License

The above certificates require renewal every five years. The renewal requirement includes the completion of six semester hours of appropriate coursework through an approved institution, 18 SB-CEUs, or a combination of both.

In the absence of administrator certification, administrators need 6 semester hours, or 18 SB-CEUs, or a combination of both for continued employment.

SB-CEU record keeping

Both the approved SB-CEU sponsor and the individual are responsible for record keeping. The sponsors are required to collect and maintain records of all eligible participants who request SB-CEU credit. Participants are responsible for maintaining certificates of completion for all SB-CEU programs for which credit was granted. If the participant loses their certificate of completion for a given program, it is their responsibility to remember which sponsor coordinated the training so they (the participant) can request from the sponsor a copy of their transcript.

Activities eligible to receive SB-CEU credit

In addition to traditional workshops, seminars, training, and conferences, the State Board of Education approved the expansion of professional development activities which are eligible to receive SB-CEU credit. The expanded activities which must also be preapproved include:

1. Serving as a Mentor Teacher
2. Serving as a Supervising Teacher
3. Serving as a Supervising School Psychologist
4. Serving on a State Board Appointed Advisory Committee
5. Serving on a School or School District's PA 25 School Improvement Team
6. Completion of the Portfolio Component of the National Board for Professional Teaching Standards (9 SB-CEUs)
7. Completion of the certification process and being awarded certification from the National Board for Professional Teaching Standards

Approved Program Master Listing

Please visit our website at www.solutionwhere.com/mi_sbceu to view a complete listing of approved SB-CEU programs.

GRANT PROGRAMS

Title II Part A Professional Development Competitive Grant Program

The Title II Part A grant program is a federally funded competitive grant program that offers assistance to higher education institutions to form partnerships with local districts for significant professional development projects. The projects must emphasize improvement of the preparation of teachers, strengthening the skills of teachers, and improvement of the quality of instruction in the core academic disciplines.

National Board for Professional Teaching Standards (NBPTS) Certification Application Grant Program

National Board Certification is based on a demonstration of the candidate's teaching practice as measured against high and rigorous standards. The Michigan Department of Education has \$100,000 for grants to support National Board Certification for teachers. These funds are awarded on a competitive basis and pay \$1,150 of the application fee to the National Board for Professional Teaching Standards. In addition, federal subsidy grant awards are available to Michigan teachers to pay up to one-half the cost of application.

TITLE II, PART A (3) HIGHER EDUCATION PROFESSIONAL DEVELOPMENT COMPETITIVE GRANT PROGRAM

Purpose of Program:

Provides federal financial assistance to higher education institutions to form partnerships with high need districts for significant projects designed to:

- ☞ improve the preparation of teachers and principals;
- ☞ strengthen the skills of teachers and principals; and
- ☞ improve the quality of instruction and student academic achievement in the core academic disciplines.

Emphasizes High Quality Professional Development:

- ☞ tied to challenging State content and student performance standards;
- ☞ reflects recent research on teaching and learning;
- ☞ includes strong academic content and pedagogical components;
- ☞ incorporates effective methods and practices for meeting the educational needs of diverse student populations;
- ☞ is of sufficient intensity and duration to have a positive and lasting impact on the teacher's performance in the classroom;
- ☞ is part of the everyday life of the school and creates an orientation toward continuous improvement throughout the school.

Projects Address:

- ☞ The identified needs of specific districts to improve student academic achievement.

Eligible Applicants:

The College of Education and College of Arts and Science from Michigan public and independent higher education institutions are eligible to form a partnership with a high-need local district to apply for these grants on a competitive basis. An institution may apply for funding on behalf of a proposed cooperative project which involves local educational agencies, private industry, museums, libraries, educational broadcasting stations, public or private nonprofit organizations of demonstrated effectiveness.

For more information, contact Ms. Cheryl Poole at (517) 241-4546; e-mail: pooleCL@michigan.gov or by fax at (517) 373-0542.

National Board for Professional Teaching Standards (NBPTS) Certification Application Grant Program

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MICHIGAN DEPARTMENT OF EDUCATION
OFFICE OF PROFESSIONAL PREPARATION SERVICES

2003-2004

National Board Certification Subsidy Grant Application

The 2003-2004 Appropriations Act for the Michigan Department of Education (MDE), includes \$100,000 for grants to support National Board Certification for teachers. In addition to this state appropriation, the Department has received a subsidy grant of \$196,000 from the National Board for Professional Teacher Standards (NBPTS) for the award of individual grants of \$1,150 toward the \$2,300 application fee for certification by the NBPTS. By combining these sources, the Department will offer grants of \$2,300 (\$1,150 state funds plus \$1,150 NBPTS subsidy grant) to completely cover the application fee for National Board Certification (NBC). This award will be available to eligible applicants identified through a first-come, first-served basis.

General information about National Board Certification: National Board Certification is based on a demonstration of the candidate's teaching practice as measured against high and rigorous standards. It is a symbol of commitment to excellence in teaching. A National Board certificate is a credential attesting that an individual has been judged by peers as one who is accomplished, makes sound professional judgements about student learning, and acts effectively on those judgements. The 2003-2004 "Question and Answer: What Every Teacher Should Know About the National Board Certification Process" can be ordered by calling **1-800-22-TEACH**.

Offered on a voluntary basis, the advanced system of National Board Certification is organized around five core propositions:

Teachers are committed to students and their learning.
Teachers know the subjects they teach, and how to teach those subjects to students.
Teachers are responsible for managing and monitoring student learning.
Teachers think systematically about their practice and learn from experience.
Teachers are members of learning communities.

Based on these propositions, the National Board has developed advanced standards in the following certification fields: NATIONAL BOARD CERTIFICATION IN AN IDENTIFIED FIELD WILL ALLOW A TEACHER TO BE DETERMINED TO HAVE MET THE REQUIREMENTS FOR A HIGHLY QUALIFIED TEACHER AS DEFINED WITHIN THE NO CHILD LEFT BEHIND ACT OF 2001.

Early Childhood/Generalist (ages 3-8)
Early Childhood and Early Adolescence through Young Adulthood/English as a New Language (ages 3-18+)
Middle Childhood/Generalist (ages 7-12)
Early Adolescence/Generalist (ages 11-15)
Early Adolescence/English Language Arts (ages 11-15)
Early Adolescence/Science (ages 11-15)
Early Adolescence/Social Studies-History (ages 11-15)
Early and Middle Childhood/World Language Other Than English (ages 3-11)
Early and Middle Childhood/Art (ages 3-12)
Early and Middle Childhood/English as a New Language (ages 3-12)
Early and Middle Childhood/Literacy: Reading-Language Arts (ages 3-12)
Early and Middle Childhood/Physical Education (ages 3-12)
Middle Childhood through Early Adolescence/Mathematics (ages 7-15)
Early Adolescence through Young Adulthood/Career and Technical Education (ages 11-18+)
Early Adolescence through Young Adulthood/Exceptional Needs (ages infant-21+)
Early Adolescence through Young Adulthood/Art (ages 11-18+)

Early Adolescence through Young Adulthood/English as a New Language (ages 11-18)
Early Adolescence through Young Adulthood/Health Education (ages 11-18)
Early Adolescence through Young Adulthood/Music (ages 11-18)
Early Adolescence through Young Adulthood/Physical Education (ages 11-18+)
Early Adolescence through Young Adulthood/World Languages Other Than English (ages 11-18)
Adolescence through Young Adulthood/English Language Arts (ages 14-18+)
Adolescence through Young Adulthood/Mathematics (ages 14-18+)
Adolescence through Young Adulthood/Science (ages 14-18+)
Adolescence through Young Adulthood/Social Studies-History (ages 14-18+)
Early Childhood through Middle Childhood/Music (ages 3-11)
Early Childhood through Young Adulthood/Library Media (ages 3-18)
Early Childhood through Young Adulthood/School Counseling (ages 3-18)

Recipients of \$2,300 awards must also submit the NBPTS application by December 1, 2003.

Priority will be given to applicants who:

Currently teach at least half time during the 2003-2004 school year
Commit to teach for at least three years in a Michigan K-12 school(s)
Commit to completing the NBPTS assessment process

Should the number of applicants exceed the scholarships available, an equitable plan for selection of recipient will be put in force. Such selection may be based on Michigan geographic distribution of applicants, written responses to five NBPTS core propositions, willingness to mentor future applicants, and other criteria related to teaching practice deemed appropriate.

All grant applications will be logged by date and time of submission and screened for eligibility by staff of the Office of Professional Preparation Services, Michigan Department of Education. Eligible applications will be reviewed. Grants will be awarded on a first-come, first-served basis. For additional information please call Dr. Frank Ciloski, Office of Professional Preparation Services, Michigan Department of Education, at (517) 373-6791.

Distribution of Funds: State funds and subsidy funds will be combined to support awards of \$2,300 each to cover the entire application fee for National Board Certification. Those who receive one of these awards based on their application score and timing will not be required to procure/submit any additional funding to cover the application fee.

Under no circumstances will NBPTS consider the federal subsidy award as the initial payment required for application.

If the grant subsidy recipient/applicant for National Board Certification fails to fulfill his/her obligation to ensure the remainder of the application fee for National Board Certification, or fails to complete the National Board assessment process, the recipient must repay the state portion (\$1,150) of the subsidy grant.

Submission of Application for National Board Certification: Each recipient of a subsidy award (combined state and federal subsidy or federal subsidy) is responsible for submitting their own application for National Board Certification to NBPTS prior to making application for a subsidy grant to complete eligibility for the award.

RECIPROCITY/INTERSTATE AGREEMENTS

Michigan has reciprocity/interstate agreements with states indicated below, based on the NASDTEC Interstate contract. However, Michigan currently employs an “open door” policy to issue a comparable certificate to the holder of a valid teaching certificate from another state. Those with less than 3 years of teaching experience must take and pass all required certification tests.

State	Reciprocity Agreement		State	Reciprocity Agreement
Alabama	<input checked="" type="checkbox"/>		New Hampshire	<input checked="" type="checkbox"/>
Alaska	<input checked="" type="checkbox"/>		New Jersey	<input checked="" type="checkbox"/>
Arizona			New Mexico	<input checked="" type="checkbox"/>
Arkansas	<input checked="" type="checkbox"/>		New York	<input checked="" type="checkbox"/>
California	<input checked="" type="checkbox"/>		North Carolina	<input checked="" type="checkbox"/>
Colorado	<input checked="" type="checkbox"/>		North Dakota	<input checked="" type="checkbox"/>
Connecticut	<input checked="" type="checkbox"/>		Ohio	<input checked="" type="checkbox"/>
Delaware	<input checked="" type="checkbox"/>		Oklahoma	<input checked="" type="checkbox"/>
District of Columbia	<input checked="" type="checkbox"/>		Oregon	<input checked="" type="checkbox"/>
Florida	<input checked="" type="checkbox"/>		Pennsylvania	<input checked="" type="checkbox"/>
Georgia	<input checked="" type="checkbox"/>		Rhode Island	<input checked="" type="checkbox"/>
Hawaii	<input checked="" type="checkbox"/>		South Carolina	<input checked="" type="checkbox"/>
Idaho	<input checked="" type="checkbox"/>		South Dakota	
Illinois	<input checked="" type="checkbox"/>		Tennessee	<input checked="" type="checkbox"/>
Indiana	<input checked="" type="checkbox"/>		Texas	<input checked="" type="checkbox"/>
Iowa			Utah	<input checked="" type="checkbox"/>
Kansas			Vermont	<input checked="" type="checkbox"/>
Kentucky	<input checked="" type="checkbox"/>		Virginia	<input checked="" type="checkbox"/>
Louisiana	<input checked="" type="checkbox"/>		Washington	<input checked="" type="checkbox"/>
Maine	<input checked="" type="checkbox"/>		West Virginia	<input checked="" type="checkbox"/>
Maryland	<input checked="" type="checkbox"/>		Wisconsin	
Massachusetts	<input checked="" type="checkbox"/>		Wyoming	
Michigan			Dept. of Def. Dep. Schs.	
Minnesota			American Samoa	
Mississippi	<input checked="" type="checkbox"/>		Fed. States of Micronesia	
Missouri			Guam	<input checked="" type="checkbox"/>
Montana	<input checked="" type="checkbox"/>		Northern Marianas	
Nebraska	<input checked="" type="checkbox"/>		Puerto Rico	
Nevada	<input checked="" type="checkbox"/>		Virgin Islands	

LEGISLATIVE UPDATE

388.1619 (3) A district or intermediate district shall comply with all applicable reporting requirements specified in state and federal law. Data provided to the center, in a form and manner prescribed by the center, shall be aggregated and disaggregated as required by state and federal law.

(4) Each district shall furnish to the center not later than 7 weeks after the pupil membership count day, in a manner prescribed by the center, the information necessary for the preparation of the district and high school graduation report. The center shall calculate an annual graduate and pupil dropout rate for each high school, each district, and this state, in compliance with nationally recognized standards for these calculations. The center shall report all graduation and dropout rates to the senate and house education committees and appropriations committees, the state budget director, and the department not later than June 1 of each year.

(5) A district shall furnish to the center, in a manner prescribed by the center, information related to educational personnel as necessary for reporting required by state and federal law.

(6) ~~(3)~~ If a district or intermediate district fails to meet the requirements of subsection (2), ~~and sections 1204a, 1277, and 1278 of the revised school code, MCL 380.1204a, 380.1277, and 380.1278,~~ (3), (4), or (5), the department shall withhold 5% of the total funds for which the district or intermediate district qualifies under this act until the district or intermediate district complies with all of those ~~sections~~ subsections. If the district or intermediate district does not comply with all of those ~~sections~~ subsections by the end of the fiscal year, the department shall place the amount withheld in an escrow account until the district or intermediate district complies with all of those ~~sections~~ subsections.

1236a (1) The board of a school district or intermediate school district may enter into a contract with a person or entity to furnish substitute teachers to the school district or intermediate school district as necessary to carry out the operations of the school district or intermediate school district.

(2) A contract entered into under this section shall include the following provisions:

(a) Assurance that the person or entity will furnish the school district or intermediate school district with qualified teachers in accordance with this act and rules promulgated under this act.

(b) Assurance that the person or entity will not furnish to the school district or intermediate school district any teacher who, if employed

directly by the school district or intermediate school district, would be ineligible for employment by the school district or intermediate school district as a substitute teacher under this act.

- (c) A description of the level of compensation and fringe benefits to be provided to employees of the person or entity who are assigned to the school district or intermediate school district as substitute teachers.
 - (d) A description of the type and amounts of insurance coverage to be secured and maintained by the person or entity and the school district or intermediate school district under the contract.
 - (e) Assurance that the person or entity, before assigning an individual to serve as a substitute teacher in the school district or intermediate school district, will comply with sections 1230 and 1230a with respect to that individual to the same extent as if the person or entity were a school district employing the individual as a substitute teacher and will provide the board of the school district or intermediate school district with the criminal history record information obtained under section 1230 and with the results of the criminal records check under 1230a. The department of state police shall provide information to a person or entity requesting information under this subdivision to the same extent as if the person or entity were a school district making the request under section 1230 or 1230a.
- (3) A school district or intermediate school district that contracts with a person or entity to furnish substitute teachers under this section may purchase liability insurance to indemnify and protect the school district or intermediate school district and the person or entity against losses or liabilities incurred by the school district or intermediate school district and person or entity arising out of any claim for personal injury or property damage caused by the school district or intermediate school district, its officers, employees, or agents. A school district or intermediate school district may pay premiums for the insurance out of its operating funds. The existence of any policy of insurance indemnifying the school district or intermediate school district and person or entity against liability for damages is not a waiver of any defense otherwise available to the school district or intermediate school district in the defense of the claim.
- (4) As used in this section, “entity” means a partnership, nonprofit or business corporation, labor organization, limited liability company, or any other association, corporation, trust or other legal entity.